

Chapter 8

Primary Elections

This chapter of the handbook applies only to Primary Elections.

When planning for a primary election, also refer to the other chapters of this handbook for information that applies to all elections, including primaries.

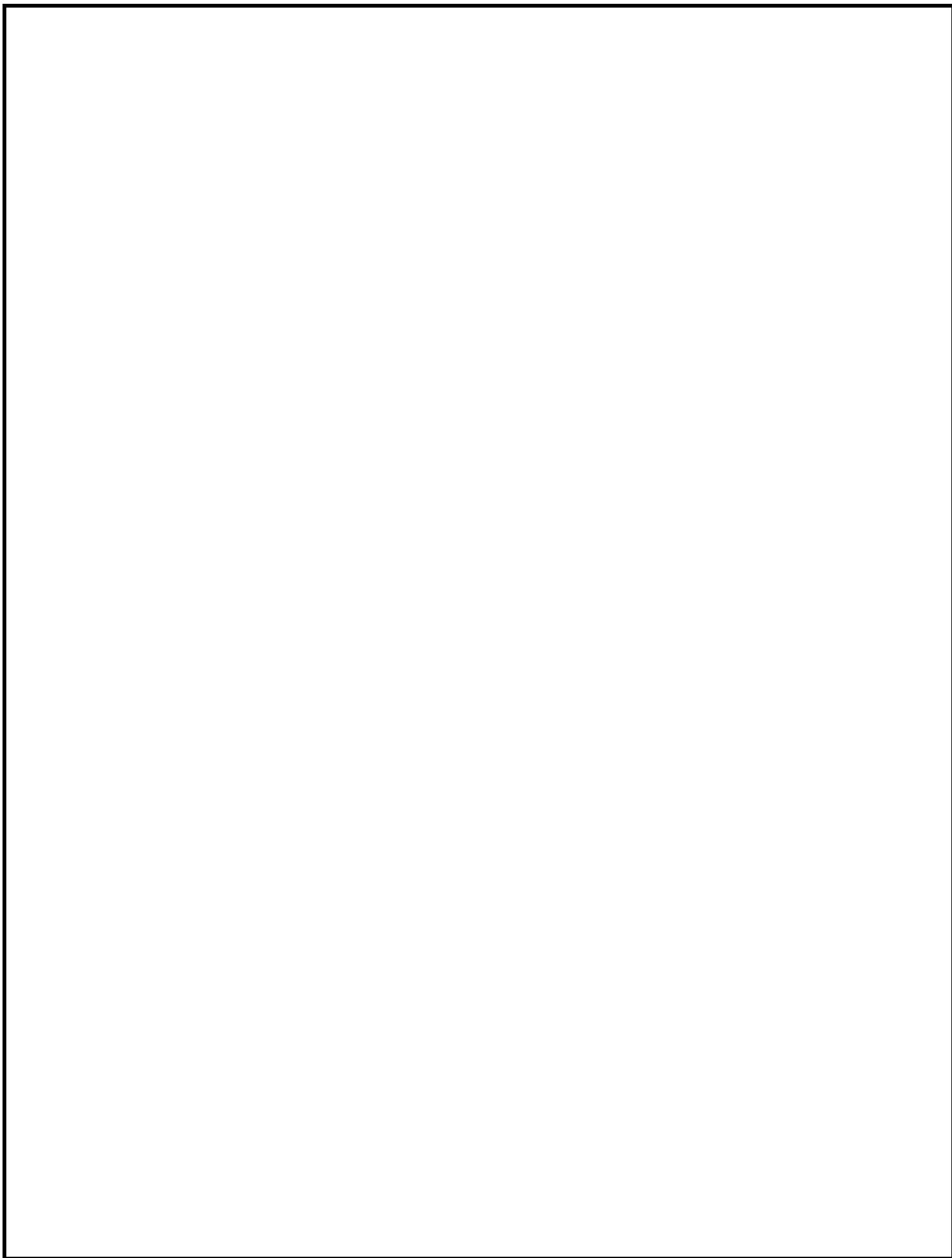


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Overview

What is the Primary Election?

The primary election is held for the members of political parties to nominate candidates for the general election. The term “primary election” when it is used in the *Iowa Code* or in this handbook refers to this election. It does NOT include the city primary election. For information on elections for cities with primary provisions, see the City Elections section of this handbook.
[§39.3(9), 43.1, 43.3]

Date of Primary Election

The primary election is held on the first Tuesday after the first Monday in June of even-numbered years.
[§43.7]

Laws Related to Primary Elections

Chapter 43 of the *Iowa Code* is the main source of information for laws relating to the primary election. Section 43.5 refers to the other chapters of the *Iowa Code* that apply whenever Ch. 43 doesn't contain a specific requirement.

Political Parties

A political party is an organization whose candidate for president of the United States or governor of Iowa received at least two percent of the votes cast for president or governor at the last general election as determined by the state commissioner.
[§43.2]

Currently, there are three political parties in Iowa: the Democratic Party, the Libertarian Party and the Republican Party.

For more information, see the following link at the SOS website:
<http://sos.iowa.gov/elections/electioninfo/formpoliticalparty.html>.

Libertarian Party Notification

If you do not have a central committee for the Libertarian Party in your county, send official notifications to:

Iowa Libertarian Party
PO Box 480
Des Moines IA 50302
(515) 423-0093
<https://lpia.org>

What is Different About Primary Elections?

Party Affiliation Matters

The biggest difference between the primary election and all other elections is that a voter's party affiliation matters and must be included on election registers, eligibility slips (if used), absentee ballot requests, etc. Only voters who are registered with the Democratic, Libertarian, or Republican parties (or people who declare their affiliation with a party when casting a ballot) can vote in primary elections.

A voter must be a member of the party to participate in that party's nomination process. Iowa has a "closed" primary which means that voters can only vote in one party's primary election and only if they are willing to declare themselves as members of that party.

[§43.38]

No One is Elected

Candidates are *nominated* at the primary election to run as a political party's candidate in the general election.

Three Elections in One

At the primary, auditors are conducting one election for the Democratic Party, one election for the Libertarian Party, and one election for the Republican Party. There are separate ballots, canvass materials, and certificates of write-in votes for each party.

Additional Publication Required

The notice of election must be published in two newspapers of general circulation if there are two generally circulated newspapers in the county.

[§49.53(2)]

Changes in Polling Places Since Last Primary Election

If the polling place for any precinct is different from the one used at the last primary election, you must include that information in the notice of election. You must also post a notice at the former polling place before the polls open on election day indicating where the polling place is for that precinct.

[§49.23]

Pre-Election

Paying for the Election

The county pays the election costs associated with conducting the election.

[§47.3(1)]

Special Election “Blackout” Dates

No special elections (including special elections held to fill vacancies) may be held for four weeks before and after the primary election.

[§39.2(1)(a)]

Memorial Day

Occasionally the Memorial Day holiday may affect certain deadlines related to the primary election. Deadlines (if any) will typically extend to the next business day after Memorial Day.

[§1C.1(5), 47.4]

Satellite Voting Petitions

Residents of the county can petition for satellite voting for primary elections. The minimum number of signatures required on a petition is 100 and the petition must be delivered to the auditor no later than 47 days before the election at 5 p.m. For more information about satellites, see the Absentee Voting chapter.

[§53.11]

At least seven days before the first day of a satellite, the auditor must notify each of the three political parties of the date, time, and location of a satellite so the parties may appoint observers.

[§53.11(5)]

See the Absentee Voting chapter for more information.

Voter Pre-Registration Deadline

The pre-registration deadline is 11 days before the primary election at 5 p.m. This is a Friday. The auditor’s office must be open from 8 a.m. to 5 p.m. After the deadline, voters may register to vote and cast an absentee ballot at the same time using EDR procedures at the auditor’s office or satellite station or they can use EDR procedures at their polling place on election day.

[§48A.7A(3), 48A.9]

Auditor's Office Open on Saturday

On the Saturday before the election, the auditor's office must be open for absentee voting and other election business for at least eight hours. There are no set hours.

[§47.2(5), 53.18(2)]

Affidavit Review

All ballots that are received by 5 p.m. on the Friday before the primary election must have their return envelopes opened and their affidavit envelopes reviewed for defects and completeness. If any problems are discovered, the voter must be notified immediately. For more information about reviewing affidavits, see the Absentee Voting chapter.

[§53.18(2)]

Polling Places

Polling Place Review

The auditor is required to determine if any polling places must be re-inspected to determine whether they meet accessibility requirements at least 90 days before the primary election.

[IAC 721—21.50(3)]

Best Practice: Re-inspect all the polling places in your county in February/March of each even-numbered year. Sometimes structural changes have been made that the facility managers have not reported.

See the Pre-Election Day chapter for more information.

Consolidating Precincts

NEW: Consolidated/merged precincts are allowed for primary elections.

HF 471

[§49.11(3)]

Note: The commissioner shall not consolidate precincts at the primary election, if there is filed with the commissioner at least twenty days before the election a petition signed by twenty-five or more eligible electors of any precinct requesting that it not be merged with any other precinct.

In the following three rare circumstances the auditor may consolidate precincts at the primary election, and the decision is not subject to the petition process above:

- 1) When one of the precincts involved consists entirely of dormitories that are closed at the time the election is held.
- 2) When the consolidated precincts, if established as a permanent precinct, would meet all the requirements of §49.3, and a combined total of no more than 350 voters voted in the consolidated precincts at the last preceding similar election.
- 3) When the city council of a special charter city with a population of 3,500 or less which is divided into council wards requests the auditor to consolidate two or more precincts.

[§49.11(3)(d)]

See the Pre-Election Day chapter for more information.

Vote Centers

Vote centers are not allowed in primary elections.

[§49.11(3)(b)]

Polling Place Hours

All polling places must be open from 7 a.m. to 9 p.m.

[§49.73]

Precinct Election Officials

Precinct Election Board Panels

The precinct election board panels, from which all precinct election boards for the next two years will be appointed, must be drawn up before the primary election. The Democratic and Republican political parties can designate names to the auditor. City councils and school boards can designate names of people willing to serve without pay for city and school elections. If names are not designated by the political parties, the auditor appoints the panels. See the Pre-Election Day chapter for complete details.

Panels must be finalized by the auditor no later than 20 days before the primary election.

[§49.15]

Best Practice: Contact the Democratic and Republican political parties, city councils, and school districts to remind them of their ability to designate names to you up to 30 days before the primary election.

Change in Party Affiliation

Just like any voter, PEOs can change party affiliation at any time. However, depending on when the change in affiliation takes place and the party balance of the polling place, the PEO may or may not be able to continue to work at the polls at a primary election.

The following basic principles must be kept in mind if a PEO changes political parties:

- Democratic and Republican county chairs must be notified at least 30 days before any partisan election that substitute PEOs may need to be appointed in the upcoming election.
- If a PEO was designated to the panel by a political party chair, and changes affiliation before election day, the chairperson must be notified so they can designate a replacement to the panel.
- NEW: If a PEO designated by a political party changes affiliation to vote absentee, they must be removed from the list and the chairperson must be notified so they can designate a replacement to the panel. A PEO changing party to vote absentee may be designated as a substitute PEO pursuant to §49.14 and represent the political party for which they requested an absentee ballot.
- Primary elections are partisan elections, so preference must always be given to political party designees before appointing members of the political party that were not designated by the party chair.
- On election day, substitutions may be made as necessary to ensure the polling place continues to operate. See §49.18 for details.

[§49.14, 49.16(5)]

Example 1

Cindy is a Republican PEO designated by the county party chair. She changes political affiliation to Democratic when voting absentee 10 days before the election. In this case, you must notify the Republican Party chair so a replacement for Cindy can be designated to the election board panel. Cindy could work at the polls as a Democrat, if party balance is maintained and there are no designees of the Democratic Party who are on the panel and not already working in a precinct.

NOTE: Even if Cindy changes party again before the primary, she may not serve as a Republican PEO again until after the primary election.

Example 2

Brenda is a no party PEO, but she decides to vote in the primary election as a Republican. She votes at the auditor's office 15 days before the election. Brenda could work at the polls as a Republican, if party balance is maintained and there are no designees of the Republican Party who are on the panel and not already working in a precinct.

Example 3

The auditor appointed two Democrats and one Republican to work at a polling place. It's election day and the auditor receives a call from the polling place informing him/her that one of the Democrat PEOs is going to change affiliation and vote in the Republican Primary. Since it is election day, the auditor could choose to allow the Democrat to continue working at the polling place as a substitute Republican because doing so would not cause the polling place to lose party balance.

NOTE: PEOs designated by the party to the election board panel shall be given preference over substitutions.

Nomination Period

Filing Officer

The auditor is the filing officer for candidates for county offices. The SOS is the filing officer for candidates for state and federal offices. It is very important to understand the responsibility of filing officers.

[§43.11]

Best Practice: Review all the procedures for accepting/rejecting nomination papers during the filing period with all staff members who may receive nomination papers from candidates. Use the Filing Officer's Guide as a resource.

Important Note: Candidates for state and federal offices must meet signature requirements in multiple counties (see signature charts on SOS website). For this reason, petition pages must be county-specific. The signers of the petitions must be from the same county. There is a blank in the header of the petition form to indicate the county in which the petition is being circulated.

Filing Period

State and Federal Candidates: Begins 99 days before the election and ends 5 p.m. on the 81st day before the election.

County Candidates: Begins 92 days before the election and ends 5 p.m. on the 69th day before the election

The SOS Office and auditors' offices must be open until 5 p.m. on the final day for filing.

[§43.11]

Any candidate whose nomination papers were accepted for filing has a right to have his or her name placed on the ballot. After papers have been accepted, the auditor's duty is to place the name on the ballot and let the normal objection process run its course.

[§43.24]

Candidate Qualifications and Signature Requirements Chart

Federal Office	U.S. Citizenship	Residence	Age	Term	Signatures Needed
U.S. Senator [U.S. Constitution, Art. 1, Sec. 3]	At least 9 years when sworn in.	Iowa resident at the time of the general election.	30 when sworn in.	6 years	Based on votes cast at last general election; refer to signature charts. [§43.20(1)(a)]
U.S. Representative [U.S. Constitution, Art. 1, Sec. 2]	At least 7 years when sworn in.	Iowa resident at the time of the general election.	25 when sworn in.	2 years	Based on votes cast at last general election; refer to signature charts. [§43.20(1)(c)]
State Executive Office	U.S. Citizenship	Residence	Age	Term	Signatures Needed
Governor & Lieutenant Governor [Iowa Constitution, Art. IV, Sec. 6]	2 years at the general election.	Iowa resident for 2 years at the time of the general election.	30 at the time of the general election.	4 years	Based on votes cast at last general election; refer to signature charts. [§43.20(1)(a)]
Secretary of State, Auditor of State, Treasurer of State, Secretary of Agriculture, Attorney General	Citizen at the time of the election. [§39.26]	Iowa resident at the time of the election. [§39.26]	18 at the time of the election. [§39.26]	4 years	1,000, including 50 signatures from at least 10 counties. [§43.20(1)(b)]
Iowa General Assembly	U.S. Citizenship	Residence	Age	Term	Signatures Needed
State Senator [Iowa Constitution, Art. III, Sec. 5]	Citizen when sworn in. [§39.26]	1 year in Iowa, 60 days in the district at the time of the general election.	25 when sworn in.	4 years	100 from state senate district. [§43.20(1)(c)]
State Representative [Iowa Constitution, Art. III, Sec. 3-4]	Citizen when sworn in. [§39.26]	1 year in Iowa, 60 days in the district at the time of the general election.	21 when sworn in.	2 years	50 from state representative district. [§43.20(1)(c)]
County Offices	U.S. Citizenship	Residence	Age	Term	Signatures Needed
County Supervisor	Citizen at the time of the election. [§39.26]	Iowa resident at time of election. Registered voter of the county/supervisor district when sworn in. [§39.26, 331.201(2)]	18 at the time of the election. [§39.26]	4 years	Plan 1 and 2 Counties: At least 100 or 2% of the party vote in the county at last general election, whichever is less. Plan 3 Counties: At least 100 or 2% of the party vote in the supervisor district (including election day and absentee) at last general election, whichever is less. [§43.20(1)(d)]
County Attorney Must be admitted to the practice of law in the courts of Iowa when sworn in. [§331.751(2)]	Citizen at the time of the election. [§39.26]	Iowa resident at time of election. Registered voter in the county when sworn in. [§39.26, 331.751(2)]	18 at the time of the election. [§39.26]	4 years	At least 100 or 2% of the party vote in the county at last general, whichever is less. [§43.20(1)(d)]
County Auditor, County Treasurer, County Recorder	Citizen at the time of the election. [§39.26]	Iowa resident at time of election. Resident of the county when sworn in. [§39.26-27]	18 at the time of the election. [§39.26]	4 years	At least 100 or 2% of the party vote in the county at last general, whichever is less. [§43.20(1)(d)]
County Sheriff Must also meet the requirements in Iowa Code §331.651.	Citizen at the time of the election. [§39.26]	Iowa resident at time of election. Resident of the county when sworn in. [§39.26-27]	21 when sworn in. [§331.651(2)(b)]	4 years	At least 100 or 2% of the party vote in the county at last general, whichever is less. [§43.20(1)(d)]

Party Vote Defined

Use the vote totals for each party's candidate for president or governor at the last general election.

[§43.2]

Signature Requirements for County Supervisor Candidates

Supervisor Plans 1 and 2 Counties

Petition signers may live anywhere in the county.

[§43.20(1)(d)]

Supervisor Plan 3 Counties

Petition signers must live in the supervisor district.

[§43.15(3)]

Withdrawals

A written notice of withdrawal must be filed with the SOS for state and federal offices 76 days or more before the primary election.

A written notice of withdrawal must be filed with the auditor for county offices 67 days or more before the primary election.

The deadline for filing is the close of business.

[§43.16, 43.23]

Objections

Written objections to candidates for state/federal offices must be filed 74 days or more before the primary election with the SOS.

Written objections to candidates for county offices must be filed 64 days or more before the primary election with the auditor.

The deadline for filing is close of business.

[§43.24(1)]

Ballot Preparation

Voting Equipment

Voting equipment must be used in primary elections. For more information on preparing voting equipment and marking test decks, see the Pre-Election Day chapter.

[§52.1]

Party Affiliation – How Listed

Primary elections are partisan, but the political party for which the candidate is seeking nomination is not listed with each individual candidate's name on the ballot. Instead, there must be separate ballots for each party. Only Democratic Party candidates will be listed on the Democratic Party ballot, only Libertarian Party candidates will be listed on the Libertarian Party ballot, and only Republican Party candidates will be listed on the Republican Party ballot.

[§43.27, IAC 721—22.102(4)]

Ballot Requirements

In addition to the requirements outlined in the Pre-Election Day chapter, all primary election ballots must list “Democratic Party”, “Libertarian Party” or “Republican Party” in 24 pt. font (1/4 of an inch high) at the top of ballots.

[§43.27, IAC 721—21.202(1), 22.102(4)]

Candidate Certifications

The official list of the names of all candidates for state and federal offices is called the certification or certificate and is prepared by the SOS. Only candidates named on the certificate can have their names on the ballot for state and federal offices. This certificate lists the correct spelling of candidate names. The certificate will be sent as soon as possible after the filing period is over.

[§43.22]

Please review the certificate carefully and notify the SOS immediately if any errors or omissions are discovered.

When Ballots Must be Ready

Ballots must be mailed, emailed, or faxed to UOCAVA voters at least 45 days before the election.

Ballots can be mailed to domestic absentee voters as soon as they are ready, but no sooner than 29 days before the election.

Ballots can be voted in-person at satellites and auditors' offices no sooner than 29 days before the election.

[§53.8(1), 53.10(1), 53.40(2)]

Public Measures/Special Elections Prohibited

No public measures of any kind can be included on the primary election ballot, and special elections are not allowed to be held at the same time as the primary election.

[§39.2(1)(b)]

Rotation

Rotation is required in any office in which a candidate is running opposed. In the primary election, a candidate is running opposed if there are other candidates from the same political party seeking that party's nomination for the same office (e.g., there are two Republican candidates seeking nomination for the office of county treasurer).

[§43.28, 49.31(2)(b)]

Check for Vacancies

See the Vacancies chapter of this handbook.

Notice of Election – ID Requirements

NEW for 2018: The election notice must contain information about voters presenting ID. Following is language approved by the Attorney General:

Voters are required to provide an approved form of identification at the polling place before they may receive and cast a ballot. Pre-registered voters who are unable to show an approved ID may sign an oath of identification for an election held in 2018. Voters who are not pre-registered or who have changed precincts also may be required to provide proof of residence. Any voter who cannot show ID may have their identity attested to by another registered voter in the precinct who has proper ID. Starting January 1, 2019, all voters will be required to present an approved form of identification. For additional information about voter identification visit <https://sos.iowa.gov/voterid> or phone (###) ###-#### (insert county auditor phone number).

Order of Offices

Primary Elections in Presidential Election Years (2020, 2024, 2028 etc.)

1. Federal Offices
 - a. U.S. Senator (if any)
 - b. U.S. Representative
2. State Offices
 - a. State Senator (if any)
 - b. State Representative
3. County Offices
 - a. Board of Supervisors
 - b. Auditor
 - c. Sheriff

Important Note: A U.S. Senate race will not appear on the ballot in 2018.

Important Note: If any vacant offices must appear on the ballot, list them as the last office under the appropriate numbered heading unless the office is a part of a multimember body. If the office is part of a multimember body, list the vacant office after the regularly scheduled offices. (e.g.: If county recorder must appear on this ballot to fill vacancy, you would list it under Heading 3: county offices after sheriff).

Primary Elections in Gubernatorial Election Years (2018, 2022, 2026, etc.)



1. Federal Offices
 - a. U.S. Senator (if any)
 - b. U.S. Representative
2. State Offices
 - a. Governor
 - b. Secretary of State
 - c. Auditor of State
 - d. Treasurer of State
 - e. Secretary of Agriculture
 - f. Attorney General
 - g. State Senator (if any)
 - h. State Representative
3. County Offices
 - a. Board of Supervisors
 - b. Treasurer
 - c. Recorder
 - d. County Attorney

Important Note: If any vacant offices must appear on the ballot, list them as the last office under the appropriate numbered heading unless the office is a part of a multimember body, in which case you will list the vacant office after the regularly scheduled offices. (e.g.: If county auditor must appear on this ballot to fill vacancy, you would list it under Heading 3: county offices after county attorney).

Ballot Layout

There must be separate ballots for each political party. List the state and federal offices in the order they appear on the certificate you receive from the SOS. See the previous page for the order of the other offices. Candidates for each office should be listed alphabetically. Rotation by precinct is required if candidates are running opposed.

Example of an ES&S Primary Election Ballot:




OFFICIAL PRIMARY ELECTION BALLOT		
a	b	c
Johnson County	State of Iowa	June 3, 2008
Democratic Party County of Johnson, State of Iowa STYLE D9 IC01, IC05, IC09, IC13, IC21 Primary Election held on the 3rd day of June, 2008  County Auditor and Commissioner of Elections INSTRUCTIONS TO VOTER 1. Voting Mark. To vote, fill in the oval next to your choice.  Candidate Name Candidate Name 2. Write-in Votes. To vote for a person whose name is not on the ballot, write the name on the write-in line below the list of candidates and fill in the oval next to it. 3. Use only the pen or pencil provided. 4. Do not cross out. If you change your mind, exchange your ballot for a new one.	FEDERAL OFFICES FOR U.S. SENATOR (Vote for no more than ONE) <input type="radio"/> Tom Harkin <input type="radio"/> Write-in FOR U.S. REPRESENTATIVE 2ND DISTRICT (Vote for no more than ONE) <input type="radio"/> Dave Loebsack <input type="radio"/> Write-in	COUNTY OFFICES FOR BOARD OF SUPERVISORS (Vote for no more than THREE) <input type="radio"/> Terry L. Dahms <input type="radio"/> Pat Harney <input type="radio"/> Terrence Neuzil <input type="radio"/> Rod Sullivan <input type="radio"/> Write-in <input type="radio"/> Write-in <input type="radio"/> Write-in
	STATE OFFICES FOR STATE REPRESENTATIVE HOUSE DISTRICT 77 (Vote for no more than ONE) <input type="radio"/> Mary Mascher <input type="radio"/> Write-in	FOR COUNTY AUDITOR (Vote for no more than ONE) <input type="radio"/> Mona Shaw <input type="radio"/> Tom Slockett <input type="radio"/> Write-in
		FOR COUNTY SHERIFF (Vote for no more than ONE) <input type="radio"/> Lonny L. Pulkrabek <input type="radio"/> Write-in
	Typ:01 Seq:0010 Spl:01 Official's Initials _____ 7.4.2.0 / 012803-14 © Election Systems & Software, Inc. 1981, 2002	

Rotation is
Required if
candidates are
opposed

Rotation is
Required if
candidates are
opposed

Rotation not
required if
Candidates
are unopposed

Example of a Premier Primary Election Ballot:

OFFICIAL PRIMARY ELECTION BALLOT		Special & Representative District 18
<div>Pct. Off. Initials  Black Hawk County Commissioner of Elections</div> <div>Democratic Party of Black Hawk County, State of Iowa Primary Election -- June 6, 2006</div>		
INSTRUCTIONS: To vote, blacken the target  completely! TO CAST A WRITE-IN VOTE, you must blacken the target  completely AND write the name of your candidate on the line provided.		
FEDERAL OFFICES	SECRETARY OF AGRICULTURE (Vote for no more than one)	COUNTY TREASURER (Vote for no more than one)
UNITED STATES REPRESENTATIVE DISTRICT 1 (Vote for no more than one)	<input type="radio"/> Denise O'Brien <input type="radio"/> Dusky Terry <input type="radio"/> _____ (Write-in vote, if any)	<input type="radio"/> Barbara Freet <input type="radio"/> _____ (Write-in vote, if any)
<input type="radio"/> Bruce Braley <input type="radio"/> Rick Dickinson <input type="radio"/> Bill Gluba <input type="radio"/> Denny Heath <input type="radio"/> _____ (Write-in vote, if any)	ATTORNEY GENERAL (Vote for no more than one)	COUNTY RECORDER (Vote for no more than one)
	<input type="radio"/> Tom Miller <input type="radio"/> _____ (Write-in vote, if any)	<input type="radio"/> Judy McCarthy <input type="radio"/> _____ (Write-in vote, if any)
STATE OFFICES		COUNTY ATTORNEY (Vote for no more than one)
GOVERNOR (Vote for no more than one)	STATE SENATOR DISTRICT 9 (Vote for no more than one)	<input type="radio"/> Thomas J. Ferguson <input type="radio"/> _____ (Write-in vote, if any)
<input type="radio"/> Mike Blouin <input type="radio"/> Chet Culver <input type="radio"/> Ed Fallon <input type="radio"/> Sal Mohamed <input type="radio"/> _____ (Write-in vote, if any)	<input type="radio"/> Bill Heckroth <input type="radio"/> _____ (Write-in vote, if any)	
SECRETARY OF STATE (Vote for no more than one)	STATE REPRESENTATIVE DISTRICT 18 (Vote for no more than one)	
<input type="radio"/> Michael A. Mauro <input type="radio"/> _____ (Write-in vote, if any)	<input type="radio"/> Andrew Wenthe <input type="radio"/> _____ (Write-in vote, if any)	
AUDITOR OF STATE (Vote for no more than one)	COUNTY OFFICES	
<input type="radio"/> _____ (Write-in vote, if any)	BOARD OF SUPERVISORS (Vote for no more than two)	
TREASURER OF STATE (Vote for no more than one)	<input type="radio"/> Tim Anderson <input type="radio"/> Frank L. Magsamen <input type="radio"/> Craig White <input type="radio"/> _____ (Write-in vote, if any) <input type="radio"/> _____ (Write-in vote, if any)	
<input type="radio"/> Michael L. Fitzgerald <input type="radio"/> _____ (Write-in vote, if any)		

Note: On this sample ballot, rotation is required for the races of U.S. representative, governor, secretary of agriculture, and board of supervisors because there are more candidates than open seats.

Rotation is not required for the other races because the candidates are unopposed.

FRONT Card 3 SEQ# 1

Processing Voters for Primary Elections (Absentee and Election Day)

Party Affiliation

Every primary election voter must be registered to vote with a political party before voting and receiving the ballot for that party only.

Any registered voter can declare or change party affiliation at the polls on election day or when voting an absentee ballot by completing a new voter registration form or by writing a different party on an eligibility slip, in the election register, or on an absentee ballot request.

[§43.38, 43.41, 43.42, 53.2(5)]

Processing Absentee Requests

If the voter did not mark a party affiliation on the absentee request, check the voter's registration record. If the registration record indicates a party affiliation, send the voter a ballot of the party indicated on the registration record.

If the voter marked a party different from the party indicated on the voter's registration record or if the voter was not previously registered with a party, accept the request as a change or declaration of party affiliation on the voter's registration record. Send the voter a notice informing the voter of the change in party affiliation. A sample notice "Change in Party Affiliation" is available in the Election Forms Library.

If the voter did not mark a party affiliation on the request and the voter's registration record does not indicate a party affiliation, send the voter a notice along with a new absentee ballot request. A sample notice "No Party Affiliation Indicated for Primary Election" is available in the Election Forms Library.

Changing Back

Voters who express an interest in changing party affiliation after voting may take voter registration forms with them and send the form in after the election. PEOs should not collect forms from voters who wish to change party affiliation after voting.

If a voter switched party affiliation to vote in the primary, the change in party affiliation is updated in the voter's registration record in I-VOTERS when the election register is processed or when the voter's absentee ballot request is entered.

Best Practice: If voters wish to change party affiliations back after voting, process those changes after the election is closed in I-VOTERS.

Federal Write-In Ballot (FWAB) Allowed

See the Absentee Voting chapter of this handbook for more information on FWABs and when they can be counted.

[§53.53]

Election Day

Precinct Canvass of Votes

PEOs will need to be provided with three certificates of write-in votes at each precinct: one for the Democratic Party, one for the Libertarian Party, and one for the Republican Party.

Counted ballots from the optical scanner that do not contain write-in votes should be set aside. They do not need to be sorted by party.

Counties tabulating write-in votes from the ballot should sort the ballots with write-in votes by party and then tallied on the appropriate certificate of write-in votes for that party.

[§43.45(2)]

If write-in votes are tabulated from the write-in report, PEO's do not need to sort out the ballots by party. Write-in votes from the write-in report shall be tallied on the appropriate certificate of write-in votes for that party.

Sample certificates of write-in votes and tally lists are available in the Election Forms Library.

Write-In Votes for Another Party's Candidate

Primary election voters are making nominations only for their own political parties. If a Democratic voter writes in the name of a Republican candidate on the Democratic party ballot, that vote counts as a vote for the candidate to be the nominee for the Democratic Party.

[§43.39]

Post-Election Day

Provisional Ballots

Post a list of the number of provisional ballots cast in each precinct as soon as possible, but no later than 9 a.m. on the Thursday after the election.

[§50.20]

ASVP Board

The board must meet no earlier than noon on the Thursday after the election to consider any provisional ballots cast in the election and any absentee ballots that have been received and with either timely postmarks or with timely Intelligent Mail Barcode tracking records.

Best Practice: Run all valid and timely ballots, including late absentees and provisional ballots through the optical scanner.

For more information on the ASVP board process, see the Absentee Voting chapter.

[§50.21, 50.22]

County Canvass

The county canvass for primary elections is held on the Monday or Tuesday after the election. Absentee ballots that with either timely postmarks or with timely Intelligent Mail Barcode tracking records can be received until noon on Monday. If the canvass is scheduled before noon on Monday, the auditor must check the post office for any timely ballots.

[§43.49, 53.17(2)]

For more information on the canvass process, see the Post-Election Day chapter.

35% Needed for Nomination

To win a political party's nomination and have their names placed automatically on the general election ballot, candidates must:

- receive more votes than anyone else in their political party for that office

AND

- receive at least 35% of the votes cast for that office by members of their political party.

To determine whether a candidate received the required percentage of votes, multiply the total number of votes cast for the office (including write-in votes but excluding over and undervotes) by 0.35. Always round the result up to the next whole number.

[§43.52]

In offices with more than one nominee (e.g. at-large county supervisors), divide the total number of votes cast (including write-ins but excluding over and undervotes) by the number of seats to

be filled. Multiply that number by 0.35. If the candidate who received the most votes also received at least this number of votes, the candidate is nominated to appear on the ballot at the general election.

[§43.52]

Example: Two at-large supervisors to be nominated.

There were 1692 total votes cast and 18 write-ins cast for a final total of 1710.

$$1710 \div 2 = 855$$

$$855 * 0.35 = 299.25. \text{ Round up to 300.}$$

Each candidate needs at least 300 votes to be nominated and move on to the general election automatically. If only one candidate in a vote for two race receives enough votes to be nominated, the political party can nominate another candidate at a county convention.

[§43.77(2), 43.78(1)(d)]

Write-In Votes in Primary Elections

Write-in votes are allowed and the candidate with the most votes is declared nominated (if they also received 35% of the votes as explained on the previous page). There is no “next highest vote-getter” provision in primary elections. If a person who was nominated by write-in votes declines the nomination, the political party may choose to nominate a candidate by convention for the general election.

[§43.66, 43.78(1), IAC 721—21.602]

No Names on Ballot for a Particular Office

If there were no candidates on one of the Democratic or Republican Party’s’ ballots for an office at a primary election, then a write-in candidate in that race must have at least 35% of the number of votes that were cast by the party’s voters for the same office the last time the party had a candidate for that office on the primary election ballot.

For example, there is not a Democratic candidate for the county recorder race. Look back at past primary elections to find the last time there was a Democratic candidate for county recorder at a primary election and use the total votes cast in that race at that time to determine the nomination threshold.

NEW for 2018, Libertarian Party candidates at the primary election. For statewide offices and county offices on the primary election ballot in 2018, if there are no candidates for the Libertarian Party for an office, a person receiving write-in votes may be nominated:

1. For a statewide office, at least 35% of the votes cast in the state at the most recent preceding general election for the Libertarian Party candidate for either president or governor.
2. For a countywide office, at least 35% of the votes cast in the county at the most recent preceding general election for the Libertarian Party candidate for either president or governor.

3. For Plan III county supervisor office, at least 35% of the votes cast in the supervisor district at the most recent preceding general election for the Libertarian Party candidate for either president or governor.

[IAC 721—21.602(43)]

See §43.66 for information about what to do if this situation occurs in a General Assembly seat when the party has not had a candidate on the ballot since the last redistricting.

[§43.66, IAC 721—21.602]

Write-In Nominees

If any write-in candidate wins nomination at the primary election, the write-in candidate must file an affidavit of candidacy by 5 p.m. on the seventh day after the canvass or the candidate's name will not be included on the general election ballot. Any write-in candidates who are nominated for county offices at the primary election must be notified by the auditor of this requirement as soon as possible after the canvass.

[§43.67]

Abstracts

Two sets of all state and federal abstracts will need to be prepared and signed by a majority of the board of supervisors.

For state and federal offices:

- Send one set of the abstracts to the SOS with the board's original signatures no later than 13 days after the election.
- Keep one set for your files.

For county offices:

- Keep one set for your files.

See Post Election Day chapter for more information on preparing abstracts.

[§43.60, 50.24(2), 50.30]

Certified Election Canvass Summary

A canvass summary must be prepared and signed by a majority of the board of supervisors.

For state and federal offices:

- Send a canvass summary to the SOS with the board's original signatures no later than 13 days after the election.
- Keep one canvass summary for your files.

For county offices:

- Keep one canvass summary for your files.

See Post Election Day chapter for more information.

[§50.24(3), 50.30A]

No Certificates of Election

No certificates of election are issued because no candidates are elected at the primary election.

Report Sent to Political Parties

You must certify the following information to the county political party chairs as soon as possible after the county canvass:

- A list of that party's candidates for county offices who were nominated at the primary election and for which office each person was nominated.
- A list of the county offices for which no one from that party was nominated, including a list of all candidates who received votes for that office on that political party's ballot but who failed to meet the requirements to win nomination.

The names of people who received write-in votes do not need to be included on this report.

[§43.55]

Publication of Minutes

The board of supervisors must publish the following after the canvass:

- The names of the candidates nominated for county office for each political party and the offices for which they were nominated.
- The offices for which no nomination was made by a political party

Important Note: The actual vote totals are not required to be published.

[§43.62]

Recounts

The deadline to request a recount for the primary election is 5 p.m. on the third day after the board of supervisors' canvass of votes.

[§50.48]

See §43.56 if a recount is requested for an office in which no candidate received 35% of the vote for information about determining members of the recount board.

See the Recounts chapter for more information about conducting recounts.

Contests

The deadline to file a statement of intent to contest the primary election varies by office:

- **Governor:** 30 days after the state canvass [§58.1]
- **General Assembly:** up until 20 days before the start of the next session [§59.1]
- **Federal Offices:** 2 days after the state canvass [§60.4]

- **Statewide Offices:** 30 days after the state canvass [§61.3]

- **County Offices:** 20 days after the county canvass [§62.5]

See the Contests chapter for more information.

[§43.5]

Record Retention

Keep records for 22 months because the primary election ballot contains federal offices. If a primary election contest is pending, keep until the final determination of the contest. Tally lists and abstracts that have not been electronically recorded must be kept forever.

See the election document retention record available in the Election Forms Library.

Exceptions

- Nomination papers for primary election candidates for state and county offices must be destroyed 10 days before the general election, if an election contest is not pending. [§50.19(1)]

- Unvoted ballots and programmed memory cards. [§50.9, IAC 721—21.51(13-14)]

I-VOTERS Instructions

Entering Absentee Requests for the Primary Election

1. If the voter moved from the address where currently registered, update the voter's residential address before entering the absentee request.

Important Note: Do not update the voter's registration mailing address to the mailing address listed on the absentee ballot request.

2. Enter the absentee request following the instructions in the Absentee chapter.
3. For the primary election, you must choose a political party from the drop-down.

Important Note: If the voter marked a different party on the absentee request than as listed on the voter's registration record, the voter's party affiliation will automatically update to the party chosen from the drop-down. A voter registration card will generate if a correspondence rule is set up to do so.

The screenshot shows the 'Voter Registration - Absentee Detail' window. The 'Political Party' dropdown is highlighted with a red box, and a red arrow points to it from the third instruction. The form includes fields for 'Absentee Type', 'Election Specific', 'Absentee Application Source', 'HCF/Satellite Location', 'Issue Method', 'Election Type', 'Date Requested', 'Date Sent', 'Date Received', 'Reissue Method', 'Political Party', 'Use Address On File', 'Absentee Address', 'City/St/Zip', 'Absentee Link', 'Voter ID', and buttons for 'Unsend Ballot', 'Print Now', 'Print Later', and 'Close'.

Wrong Ballot Issued

If the voter was issued a ballot for a different political party than the voter wishes to vote for, the voter must return the original ballot to the auditor's office marked "Not Voted - Wrong Ballot" before another ballot can be issued to the voter.

Once the original ballot is received:

1. Open "**Receive Absentee Ballots**" from the main I-VOTERS menu.
2. Choose the appropriate election from the drop down menu and click on "**Search.**"
3. Click on the "**Not Voted**" tab. Any "**Not Voted**" batches you already created for this election will appear.
4. Click on the "**New**" button at the bottom of the page.

The screenshot shows the 'Receive Absentee Ballots' window. The 'Not Voted' tab is selected. A red box highlights the 'New' button at the bottom left. The form includes a search bar, a table with columns 'Batch #', 'Batch Description', 'Batch Date', and 'Receive Date', and buttons for 'New', 'Process', and 'Delete'.

5. If you want text to appear in the “**Batch Description**” field of the main “**Not Voted**” screen, add your text in the “**Batch Description**” field that appears at the top of the new “**Not Voted**” batch you are creating.

6. The “**Received Date**” should be the date the ballot was returned.

7. Add the ballot(s) to the new “**Not Voted**” batch by scanning the barcode in the “**Ballot Label**” field or typing the voter’s name in the “**Ballot Search**” field.

8. After you choose the correct ballot (if more than one option appears) the voter’s information will appear on the screen.

9. Click the “**Save**.” The information for this voter will disappear. Either add a new “**Not Voted**” ballot to the batch by searching for the voter as instructed above or close the batch by clicking “**Close**.”

10. Store the wrong party ballots together in a secure place.

11. Open the voter’s record and click on the “**Absentee**” tab.

12. Highlight the wrong party ballot request by clicking on it. Click “**Void**.”

13. Click “**Yes**” when asked if you are sure you want to void the ballot. Add the comment “Wrong party affiliation” in the “**Audit Comment**” field. Click “**Save**.”

14. Add a new absentee request. Choose the correct political party from the “**Political Party**” drop-down. Update the ballot serial number on the voter’s absentee request.

Process Election Register

Important Note: Only one user should process a precinct register at a time.

1. Open **“Election Management”** from the main I-VOTERS screen.
2. Click **“Process Election Register.”**
3. Select a precinct from the **“Precincts List”** drop-down.
4. Choose either **“Democrat”**, **“Libertarian”** or **“Republican”** from the **“Party”** drop-down to process voters who voted a party’s ballot.

The screenshot shows the 'Election Management' window with the 'Process Election Register' screen. The top navigation bar includes 'Ballot Styles', 'Address Library', 'Polling Places', 'CASS', 'Districts/Precincts', 'Absentee Voters', 'Reports', and 'Export'. The main header displays 'Election Date: Oct-07-2008', 'Election Type: Primary', and 'Description: Primary Test'. On the left is a sidebar menu with options like 'Election Details', 'Include Certified Contests', 'Election Template', 'Measures & Races', 'Post Shared Contests', 'Ballot Styles', 'Ballot Review', 'Print Absentee Labels', 'Election Register', 'Election Expenses', 'Election Results', 'Process Absentee Ballots', 'Duplicate Ballot Report', 'Post History & Close Election', and 'Exit'. The main area contains a table of voters with columns for 'Accepted', 'Voter Name', and 'Residential Address'. The first row is checked. Below the table, it says 'Processing Status: 0 of 1148 Voter ballots Accepted.' At the bottom are buttons for 'Process Completed', 'Process Added Voters', 'First', 'Prev', 'Next', 'Last', 'Page 12 of 96', and 'Proof'.

Accepted	Voter Name	Residential Address
<input checked="" type="checkbox"/>	CHRISTENSEN, B	80 ST ADAIR, IA 50002
<input type="checkbox"/>	CHRISTENSEN, D	60 ST ADAIR, IA 50002
<input type="checkbox"/>	CHRISTENSEN, F	17 AVE ANITA, IA 50020
<input type="checkbox"/>	CHRISTENSEN, J	21 AVE FONTANELLE, IA 50046
<input type="checkbox"/>	CHRISTENSEN, J	18 AVE FONTANELLE, IA 50046
<input type="checkbox"/>	CHRISTENSEN, K	18 AVE FONTANELLE, IA 50046
<input type="checkbox"/>	CHRISTENSEN, K	21 AVE FONTANELLE, IA 50046
<input type="checkbox"/>	CHRISTENSEN, T	16 TH ST CASEY, IA 50048-8523
<input type="checkbox"/>	CHRISTENSEN, V	17 AVE ANITA, IA 50020

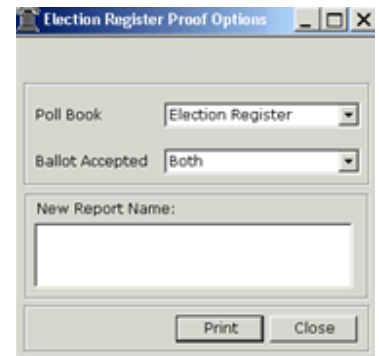
Important Note: If the voter was registered with a different party affiliation, the voter’s registration record will be updated to reflect the change in party affiliation once the election is closed.

5. Voters can be selected to receive vote credit one of three ways:
 - a. Use a bar code scanner to scan the bar code next to the voter’s name.
 - i. Click in the **“Barcode”** field so the cursor is placed there.
 - ii. Scan the voter’s bar code. The voter’s information will populate.
 - iii. Click **“Accept.”** The **“Accepted”** box next to the voter’s name will be checked.
 - b. Enter the voter’s ID in the **“Barcode”** field and click **“Accept.”** The **“Accepted”** box next to the voter’s name will be checked.
 - c. Manually check the **“Accepted”** box next to the voter’s name.

Use the navigation buttons (**“Prev,” “Next,”** etc.) at the bottom of the screen to move between pages.

Proof Election Register

1. Click “**Proof**” to generate a proof report of the election register.
2. Choose a “**Ballot Accepted**” option from the drop-down.
Choose “**Accepted**” to view only the voters with vote credit.
3. Enter a name for the report and click “**Print**.”



The screenshot shows a Windows-style dialog box titled "Election Register Proof Options". It contains two dropdown menus: "Poll Book" with "Election Register" selected, and "Ballot Accepted" with "Both" selected. Below these is a text input field labeled "New Report Name:". At the bottom right are "Print" and "Close" buttons.

Poll Book	Election Register
Ballot Accepted	Both
New Report Name:	
<input type="text"/>	
Print	Close